



**THE INSTITUTE OF
Company Secretaries of India**

भारतीय कम्पनी सचिव संस्थान

IN PURSUIT OF PROFESSIONAL EXCELLENCE

Statutory body under an Act of Parliament

(Under the jurisdiction of Ministry of Corporate Affairs)

**EASTERN
INDIA
REGIONAL
COUNCIL**

NOTICE FOR STUDENTS OF OLD TRAINING - SIP & 8 DAYS EDP

Dear Student,

The student training programmes were discontinued effective February 2013. The details are as under:

1. 7 (Seven) days Student Induction Programme (SIP)
2. 8 (Eight) days Executive Development Programme(EDP)

If you have any pending claim for refund of the advance fee paid to EIRC for the above programmes, please submit an application for the refund of SIP/EDP fee along with original SIP/ EDP acknowledgement receipt at EIRC of the ICSI office.

Outstation students who are unable to come personally to collect the refund, may opt for electronic transfer to their bank account by attaching a cancelled cheque or photocopy of the first page of the pass book where bank account details are mentioned or photocopy of recent bank statement along with original SIP/ EDP acknowledgement receipt by sending through Post / Courier Addressed to Regional Director, Eastern India Regional Office, ICSI CCGRT Kolkata Campus, Action Area II, Newtown, Kadampukur, Kolkata. Pin – 700135.

Refund claim should reach us by **21st December, 2025** or the advance fees paid will be forfeited without any further notice. After 21st December, 2025 no further claims of refund will be entertained for ‘7 (Seven) days Student Induction Programme (SIP)’ and ‘8 (Eight) days Executive Development Programme’.

For any quires, please write eiro@icsi.edu

Thanks & Regards

EIRC of the ICSI